



Visitor Access Control Program

Under this program, US citizens not eligible for a permanent Pentagon building pass may submit a visitor certification letter to the Pentagon Building Pass Office at least 3 business days prior to the scheduled visit. **The letter MUST first be faxed to your POC in the Pentagon**, who will have their security manager stamp or sign it approved, and then fax it to the Pentagon Access Control Division (PACD) for addition to the Visitor Access Roster. The fax number (703) 697-9085.

The subject of request is "Visitor Certification" and should be on agency letterhead or on a form that includes all of the required information. For each individual, the request must include:

Full name

SSN

Location and date of birth

Dates of visit

POC in the individual's agency

POC in office individual is visiting in the Pentagon with phone number

Background investigation date, but do not include clearance level i.e. TS, S, or SCI (if individual does not have a BI, state "no background investigation")

Signature block of security manager in Pentagon agency to be visited

Visitors may be permanently certified for up to six months. **Names should be submitted at least 3 business days prior to the visit.** If you have any questions, please call your POC, or the Building Pass Office at (703) 693-3953 M, T, T&F, 8-4 or W 8:30-4.

After the request is approved, **the visitor should enter through the Metro or North Parking entrance to the Pentagon**, tell an Access Control representative or police officer that they are on the Visitor Access Roster and present two forms of local, state, or federal government issued ID (i.e. driver's license, Social Security Card, passport, military ID, etc.). One ID must have a photo. After verification, they will be photographed and printed a "Visitor No Escort Required" pass. The new badge process will take more time, so please arrive at least an extra 30 minutes early to avoid inconvenience.

Note-civilian employees (but not contractors) with a CAC and active duty military members can use their ID, along with a second form of government issued ID, to gain access to the Pentagon during business hours, Monday through Friday from 0600-2000.

Active duty military members can enter through the Metro, North Parking, and now the South Parking entrance with their active duty military ID's.

Comments about service received? Visit the Interactive Customer Evaluation (ICE) website at: <http://ice.disa.mil/>, click OSD CONUS, WHS, Safety and Security.

Updated 18 March 2004